



Document Processing Associate

At First Citizens State Bank our goal is to create a first class loan experience for all customers. This position prepares documents and produces digital copies of files and documents for company records and operational needs in support of the Loan Operations Department. The ideal candidate will have exceptional attention to detail and a natural ability to organize and manage workload with minimal direction.

Duties & Responsibilities:

- Organize paperwork within mortgage files and inspect for completeness
- Prepare and convert a variety of paper documents into a digital copy using scanning equipment and retention software
- Inspect and verify the quality of digital images
- Label, index and store images according to organization guidelines using retention software
- Filing and tracking of files
- Participate in required training to stay up-to-date on changing protocol and requirements for document security and technology advances

Knowledge, Skills & Abilities:

- Attention to detail
- Aptitude to learn new software and systems as well as other duties within the department
- Typing and computer skills
- High level of trustworthiness, confidentiality, discretion and ethical behavior

Education & Experience:

- Experience with Microsoft Word and/or keyboarding

[View all open positions and submit application here.](#)